

SL 2014-120 Report

(Your Department Name)Yadkin Count Human Services Agency

Environmental Health Section

Template for Local Health Department use in preparing the report required pursuant to Session Law 2014-120, Section 29.(b).

~~The State has prepared this template for use by local departments in fulfilling the reporting requirements relative to the referenced Session Law. The format of the template mirrors that used in the State's report for your convenience. Each section includes a description of the information your department must provide. Local departments may reference the State report as appropriate.~~

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SL 2014-120 Report

~~(Your Department Name)~~Yadkin Count Human Services Agency

Environmental Health Section

Part 1A: On-site Water Protection: Standardize Certain Regulatory Review Procedures

Reference Session Law 2014-120, Section 29.(b).

Background: The Yadkin County Environmental Health Onsite Water and Wastewater section receives Regulatory Submittals for review under multiple scenarios as provided for in statute and rule. The processes for each type of review are described below and mirror the states review process.

I. Systems with design daily flow $\geq 3,000$ total gallons per day [15A NCAC 18A .1938(e)] or for treatment of industrial process wastewater (IPWW) [15A NCAC 18A .1938(f)]: *State review required*

- A. Yadkin County Environmental Health (EH) receives application that requires state review in accordance with Rule .1938(e) or (f).
- B. EHS is assigned to the application.
- C. The EH Supervisor will notify OSWP regarding need for review and convey materials and Request for Review to the State.
- D. Assist the State with processes outline in Part 1A, Section I of the State report.

II. Yadkin County EH review of systems $< 3,000$ gallons per day that are designed by a PE and do not require state review in accordance with 15A NCAC 18A .1938(f). Although these systems do not require State reviews, Yadkin County EH will request all engineered systems proposed to be reviewed by OSWP using the following process:

- A. Yadkin County receives applications for a system that is designed by a PE.
- B. The EH supervisor will submit a Request for Review describing which elements of the Submittal the OSWP should review.
- C. Convey the Regulatory Submittal and Request to Review to the OSWP.
- D. Assist the State with the processes outline in Part 1A, Section II.B of the State

III. Design daily flow review pursuant to Rule .1949. When assistance is needed in determining the design daily flow, the following procedure will be followed:

- A. Yadkin County EH receives an application and cannot determine the design daily flow that should be used.

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- B. The EH Supervisor will file a Request for Review for a proposal submitted based on Rule .1949 and convey it to the OSWP with the Regulatory Submittal.
- C. Assist the State with processes outline in Part 12A, Section II.A of the State report.

IV. Design plans and specifications pursuant to Rule .1948(d); proposals intended to overcome an unsuitable classification.

- 1. If a site is determined to be unsuitable by Yadkin County EH and written documentation is provided, including engineering, hydrogeological, geological or soil studies, that indicate the proposed system can function satisfactorily in accordance with 15A NCAC 18A .1948(d)(1)(2) and (3), it may be reclassified as provisionally suitable under Rule .1969.
- 2. When documentation and data is received in accordance with Rule .1948 referenced above, the EH Supervisor will submit a Request for Review to OSWP.
- 3. Assist the State with processes outlined in Part 1A, Section II.C of the State report.

V. Design plans and specifications for flow reduction utilizing low-flow fixtures or low-flow technologies pursuant to Session Law 2013-413 or 2014-120.

- A. Yadkin County EH receives an application.
- B. A review is conducted by the EH Supervisor.
- C. Provide a response to the Submitting Party that includes:
 - 1. An approval of the system engineering plans and specifications, or
 - 2. A request for revisions that include
 - a. A section detailing any required revisions with citation of applicable statute or rule(s);
 - b. A section detailing any suggested or recommended revisions based upon current knowledge base (guidance, manuals or standards of practice).
 - 3. A request for additional information that includes:
 - a. A section detailing any required additional information with citations of applicable statute or rule(s) and;
 - b. A section detailing any suggested additional information based upon current knowledge base (guidance, manuals or standards of practice).
- D. If assistance is needed from OSWP, the EH Supervisor will submit a Request for Review.

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Environmental Health Section

~~—Background: Describe the types of review your agency performs relative to On-site Water Protection and what methods you use to ensure that reviews are limited to regulatory compliance. Reference the State's report as appropriate.~~

~~I. First type of Regulatory submittal~~

~~A. A description of the process~~

~~B. Etc.~~

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~~(Your Department Name)~~ Yadkin Count Human Services Agency

Environmental Health Section

Part 1B: Food Protection and Facilities: Standardize Certain Regulatory Review Procedures

Reference Session Law 2014-120, Section 29.(b).

Background: ~~Describe the types of review your agency performs relative to Food Protection and Facilities and what methods you use to ensure that reviews are limited to regulatory compliance. Reference the State's report as appropriate.~~

~~I. First type of Regulatory submittal~~

~~A. A description of the process~~

~~Etc.~~ Yadkin County EH reviews plan submittals for individual food establishments. All prototype food establishments to be franchised in multiple counties is reviewed by the Food Protection and Facilities Branch (FPF). Plans for construction of swimming pools are also reviewed by Yadkin County EH with technical assistance from the FPF staff. Plan review checklists are used to assure uniform review for compliance with the rules.

I. Review of food service establishments are completed by the EH Supervisor. All reviews are completed in accordance with 15A NCAC 18A .2600 Rules Governing the Sanitation of Food Service Establishments and using the 2009 North Carolina Food Code as the guiding document. In addition, supporting guidance documents and checklists provided by the FPF Plan Review Unit are consulted.

- A. Upon receipt of a plan review application and plans, an initial review is completed.
- B. If the plan submitted is not approved, a letter will be issued to the Submitting Party indicating what items are not in compliance and the particular rule to support the decision.
- C. Upon re-submission of the plan with the noted items altered or changed to comply with all current laws and rules, the review process is re-started.
- D. If the plans are approved, a letter is issued indicating the approval and that construction may begin.
- E. If the Submitting Party does not make the required revisions, a denial letter is issued.
- F. If technical assistance is needed, the EH Supervisor will consult with FPF staff for guidance.

I. Review of public swimming pools are completed by the EH Supervisor. All reviews are completed in accordance with 15A NCAC 18A .2500 Rules Governing Public Swimming Pools.

- A. Upon receipt of a plan review application and plans, an initial review is completed

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- B. If the plan submitted is not approved, a letter will be issued to the Submitting Party indicating what items are not in compliance and the particular rule to support the decision.
- C. Upon re-submission of the plan with the noted items altered or changed to comply with all current laws and rules, the review process is re-started.
- D. If the plans are approved, a letter is issued indicating the approval and that construction may begin.
- E. If the Submitting Party does not make the required revisions, a denial letter is issued.
- F. If technical assistance is needed, the EH Supervisor will consult with FPF staff for guidance.

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Environmental Health Section

~~B.~~

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Environmental Health Section

II. Part 2A: On-site Water Protection Informal Internal Review Processes and Procedures to Develop and Maintain a List of Review Engineers

Reference Session Law 2014-120, Section 29.(c).

- ~~I. If your department has specific local procedures for Informal Internal Review of On-site Water Protection projects, include a description here.~~
- ~~A. Note that the State's report provides a mechanism by which local agencies can fulfill the requirements for this process. You may reference the State report as appropriate for this section.~~
- ~~B. Etc.~~

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Environmental Health Section

- I. If a submitting party requests an Informal internal Review of an engineered design, the request will be forwarded to the State in accordance with Part 2A Section III of the State report.
- II. A list of PE's available for Informal Internal Reviews will be developed in accordance with Part 2A Section IV of the State report.

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**Part 2B: Food Protection and Facilities Informal Internal Review Processes
and**

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Environmental Health Section

Procedures to Develop and Maintain a List of Review Engineers

Reference Session Law 2014-120, Section 29.(c).

I. If a submitting party requests an Informal internal Review of an engineered design, the request will be forwarded to the State in accordance with Part 2B Section II of the State report.

II. A list of PE's available for Informal Internal Reviews will be developed in accordance with Part 2B Section III of the State report.

~~I. — If your department has specific local procedures for Informal Internal Review of Food Protection and Facilities projects, include a description here.~~

~~A. — Note that the State's report provides additional mechanisms by which local agencies can fulfill the requirements for this process. These include a regulatory provision (15A NCAC 18A .2676) as well as a description of the State's plan to establish a list of private sector engineers qualified to perform these reviews. You may reference the State report as appropriate for this section.~~

~~Etc~~

~~B.—~~

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Environmental Health Section

III.Part 3A: Onsite Water Protection Review of Working Job Titles

Reference Session Law 2014-120, Section 29.(h).

~~I. Provide a description of your department's review of working job titles of every local On-site Water Protection employee with job duties that include review of Regulatory Submittals here.~~

~~A. Include what, if any, administrative measures or working job title revisions your department proposes to implement.~~

~~Note that the Session Law only requires that you review and propose any revisions prior to submitting the report. That is, revisions need not be accomplished prior to sending the report.~~

I. The job descriptions of all Environmental Health Staff were reviewed through Yadkin County Human Resources. There are no On-site Water Protection employees with the working job title that includes "engineer" employed by Yadkin County EH.

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Environmental Health Section

Part 3B: Food Protection and Facilities Review of Working Job Titles

Reference Session Law 2014-120, Section 29.(h).

~~I. Provide a description of your department's review of working job titles of every local Food Protection and Facilities employee with job duties that include review of Regulatory Submittals here.~~

~~A. Include what, if any, administrative measures or working job title revisions your department proposes to implement.~~

~~B. Note that the Session Law only requires that you review and propose any revisions prior to submitting the report. That is, revisions need not be accomplished prior to sending the report.~~

I. The job descriptions of all Environmental Health Staff were reviewed through Yadkin County Human Resources. There are no Food Protection and Facilities employees with the working job title that includes "engineer" employed by Yadkin County EH.